

FACILITIES MANAGEMENT

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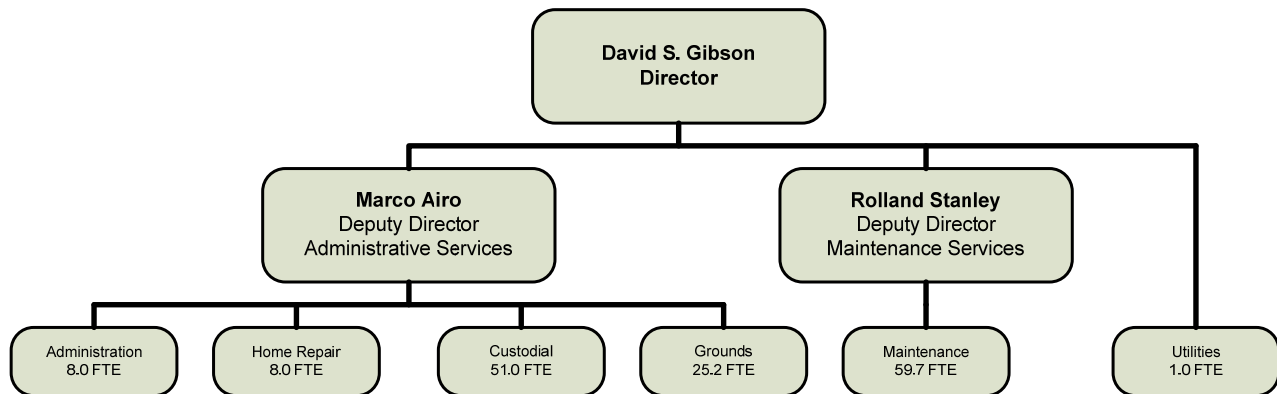
MISSION STATEMENT

The mission of the Facilities Management Department is to serve the public by providing quality custodial, grounds, and maintenance services that will enable county departments and staff to effectively meet the expectations of their customers.

STRATEGIC GOALS

1. Improve business practices to enhance customer service and increase staff efficiency.
2. Provide thorough preventive maintenance inspections and reports on county-owned facilities to ensure a safe and healthy work environment.

ORGANIZATIONAL CHART



SUMMARY OF BUDGET UNITS

	2007-08			
	Appropriation	Revenue	Local Cost	Staffing
<u>General Fund</u>				
Facilities Management	14,465,324	4,827,546	9,637,778	154.9
Utilities	17,238,336	258,043	16,980,293	1.0
Total General Fund	31,703,660	5,085,589	26,618,071	155.9

Detailed information for each budget unit follows, along with a description of the services provided, budget unit history and applicable performance measures.

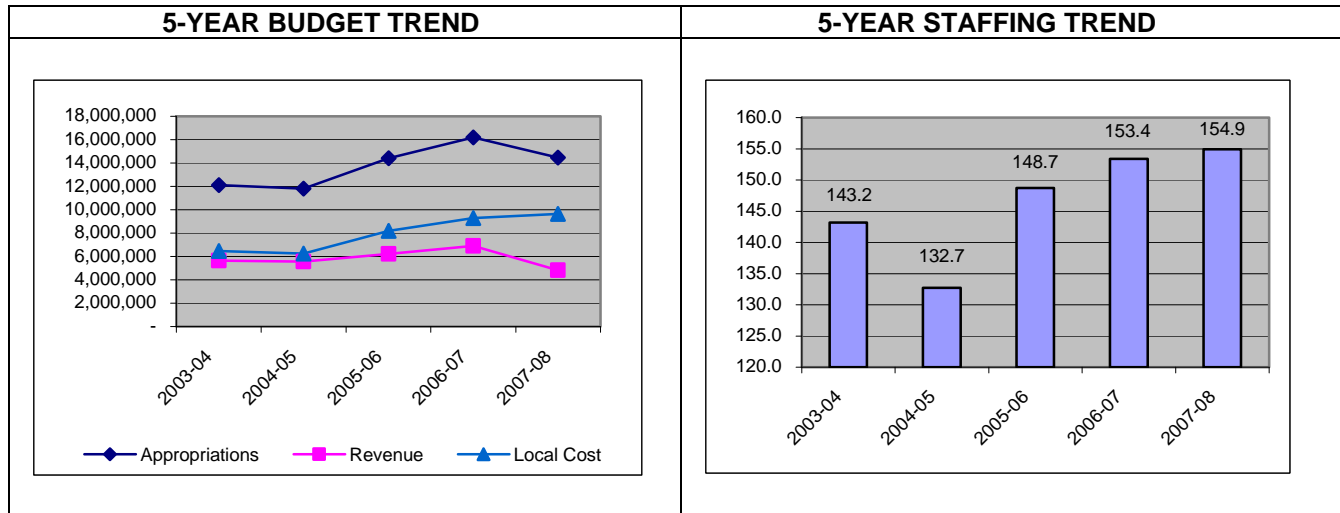


Facilities Management

DESCRIPTION OF MAJOR SERVICES

The mission of the Facilities Management Department is to serve the public by providing quality services and enabling county departments and staff to effectively meet the expectations of their customers. This mission is implemented through services provided by the Custodial, Grounds, Maintenance, and Home Repair divisions. The focus of each of these divisions is to ensure a clean, safe, and well-maintained environment for county customers and employees.

BUDGET HISTORY



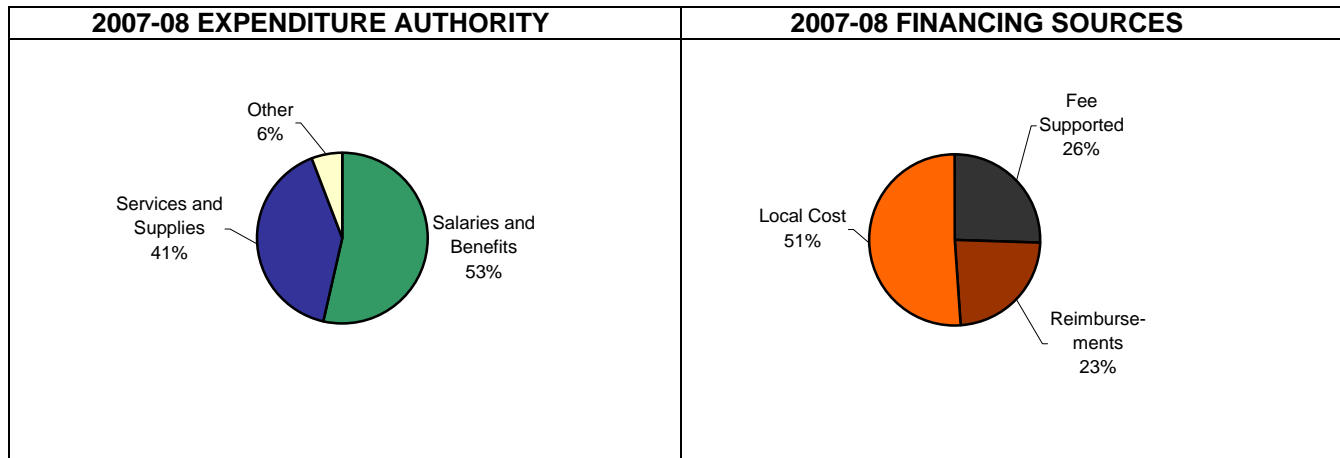
PERFORMANCE HISTORY

	2003-04 Actual	2004-05 Actual	2005-06 Actual	2006-07 Modified Budget	2006-07 Actual
Appropriation	11,141,584	11,783,686	13,706,972	16,197,204	14,483,106
Departmental Revenue	5,203,992	5,345,089	5,372,902	6,900,616	5,656,524
Local Cost	5,937,592	6,438,597	8,334,070	9,296,588	8,826,582
Budgeted Staffing				153.4	

In 2006-07, expenditures are less than the modified budget due mainly to salary savings from vacant positions. Revenue is under budget because estimated requisition work from other county departments was lower than expected.



ANALYSIS OF FINAL BUDGET



GROUP: Public and Support Services
 DEPARTMENT: Facilities Management
 FUND: General

BUDGET UNIT: AAA FMD
 FUNCTION: General
 ACTIVITY: Property Management

	2003-04 Actual	2004-05 Actual	2005-06 Actual	2006-07 Actual	2006-07 Final Budget	2007-08 Final Budget	Change From 2006-07 Final Budget
Appropriation							
Salaries and Benefits	6,874,902	7,268,716	8,372,443	9,025,076	9,738,341	10,107,672	369,331
Services and Supplies	5,002,794	5,257,699	6,040,188	6,125,395	7,226,080	7,593,357	367,277
Central Computer	21,195	24,259	31,833	37,713	37,713	51,984	14,271
Equipment	-	17,487	17,902	42,339	43,000	55,100	12,100
Vehicles	-	-	26,144	11,892	13,000	-	(13,000)
Transfers	29,126	27,300	26,806	846,395	718,079	1,021,117	303,038
Total Exp Authority	11,928,017	12,595,461	14,515,316	16,088,810	17,776,213	18,829,230	1,053,017
Reimbursements	(786,433)	(811,775)	(808,344)	(1,605,704)	(1,579,009)	(4,363,906)	(2,784,897)
Total Appropriation	11,141,584	11,783,686	13,706,972	14,483,106	16,197,204	14,465,324	(1,731,880)
Departmental Revenue							
State, Fed or Gov't Aid	-	2,289	43,288	-	-	-	-
Current Services	5,203,992	5,342,800	5,328,828	5,656,524	5,900,616	4,827,546	(1,073,070)
Other Revenue	-	-	786	-	-	-	-
Total Revenue	5,203,992	5,345,089	5,372,902	5,656,524	5,900,616	4,827,546	(1,073,070)
Operating Transfers In	-	-	-	-	1,000,000	-	(1,000,000)
Total Financing Sources	5,203,992	5,345,089	5,372,902	5,656,524	6,900,616	4,827,546	(2,073,070)
Local Cost	5,937,592	6,438,597	8,334,070	8,826,582	9,296,588	9,637,778	341,190
Budgeted Staffing					153.4	154.9	1.5

Salaries and benefits of \$10,107,672 fund 154.9 positions, which is an increase of \$369,331 and 1.5 budgeted staffing. Appropriation adjustments reflect various staffing changes, MOU and retirement rate adjustments, and increased workers' compensation charges.

Budgeted staffing adjustments are as follows:

- In the Custodial Division, 1.0 Custodian I is added at a cost of \$43,983 to provide additional service in response to customer requests. The cost of this position will be fully offset by reimbursements.
- In the Maintenance Division, staffing is increased by a net of 0.5 budgeted staffing, which includes the addition of 1.0 Maintenance Supervisor at a cost of \$88,428 to supervise Building Plant Operators. This is part of an initiative to increase staff efficiency and improve customer service by dividing the heating, ventilating, and air conditioning (HVAC) crew and the Building Plant Operators into two distinct workgroups, each with its own supervisor. This is offset by an adjustment of 0.5 to the division's vacancy factor to more accurately reflect turnover.



Services and supplies of \$7,593,357 includes \$1.3 million for contract custodial services, \$0.5 million for contract grounds services, \$4.0 million for costs related to building maintenance. The budget increased by \$367,277 because the department will begin maintaining the County-owned building at 303 West Third Street in San Bernardino (303 Building) and due to increased customer requests for service. Costs for the 303 Building will be partially offset by revenue to be received from the Superior Courts.

Equipment of \$55,100 reflects an increase of \$12,100 to purchase various fixed assets including a riding mower and a tractor plus two trailers, a thermal imager, and a camera and monitor snake.

There are no vehicle purchases requested in 2007-08.

Transfers from the department's operating divisions to the Administrative Division are increased by \$303,038. The Board of Supervisors approved these costs as 2007-08 final budget changes to enable the department to better perform its core functions by reassigning administrative and office processes away from staff that are needed in the field.

Reimbursements of \$4,363,906 are from other general fund departments for special custodial, grounds, and maintenance service requests. The increase of \$2,784,897 includes reimbursement of \$564,352 for expenditures not attributable to local cost and the aforementioned transfers. The balance of the increase, which totals \$2,220,545, is due to an accounting change to appropriately recognize this income.

Departmental revenue of \$4,827,546 is primarily from non-general fund departments for special custodial, grounds, and maintenance service requests. The decrease of \$2,073,070 is primarily due to certain revenues now reclassified as reimbursements in accordance with GASB 34. In addition, operating transfers in of \$1.0 million is reclassified as current services revenue.

PERFORMANCE MEASURES			
Description of Performance Measure	2006-07 Projected	2006-07 Actual	2007-08 Projected
Decrease the length of time required to provide final cost data to customers.	50%	50%	50%
Implement capability for county departments to submit work requests online through CAFM-enabled interface on the Facilities Management Department's homepage.	New	New	100%
Facility inspections completed. (The estimated total number of buildings/groups of buildings is 45.)	11% (5)	73%(33)	100% (45)
Hours freed up from administrative work for field staff.	3,200	2,080	6,400
Additional productive hours from new specialty trade positions.	2,400	2,400	4,800
Additional service hours provided via the Community Options contract to additional buildings.	10,000	5,000	10,000

